



Technology, Management & Budget

**CRO Set Aside Committee Meeting**

Tuesday, May 16, 2017 10:00 a.m.

MARO

417 Seymour Suite 5

Lansing MI 48933

**Meeting Minutes**

Committee Chairman Todd Culver called the meeting to order at 10:00 a.m.

**Committee Members Present:** Todd Culver, Butch Ellis, Genevieve Hayes, and Justin Caine

**Guests Present:** Lynda Sweigart, Hope Network; Noah Belanger and Mike Stover Peckham Inc.

**Recording Secretary: Karen Stevens, MARO**

**Welcome**

Todd Culver called the meeting to order, with a welcome to the May CRO Set Aside Committee Meeting.

**Review of November 15, 2016 minutes**

**MOTION:** To approve the February 7, 2017 minutes as presented.

**Carried**

**Procurement Update: Genevieve Hayes**

Drug test kits are under consideration. There were 53 janitorial contracts available in this region, Peckham bid on 51 of them and were awarded 50. Some of the bids required negotiations between Peckham and the State, all ended with positive results.

**Set Aside Requests**

None.

**Public Comment**

None.

**Old Business**

**Fair Market Price:** It was decided to continue to research ways to assist the CROs when placing bids to assure they are within fair market price. Butch reported a company that has Federal contract consulting experience, with some similarities to Set Aside contracts. Butch will contact them, and introduce them to the committee to determine if they could assist or support CROs when developing bids. Genevieve will be doing a breakout session at the MARO Spring Conference on Set Aside contract bidding, emphasizing strategies to ensure that good bids are not thrown out because they are not completed properly.

Genevieve has also done a webinar that is available online to aide CROs when bidding. DTMB will also introduce a new bid posting system in the near future. Several components of the current system will be replaced beginning July 31. Postcards announcing the new system will be going out soon. There will be



webinars to assist interested parties, with additional direction and instruction. It would be a good idea for all CROs, if interested in participating in Set Aside, to register on the current system, which would then roll over to the new system. On June 1<sup>st</sup> there is going to be a training on How to do Business with the State. This is mostly geared toward newcomers, but can also serve as a helpful review.

### **New Business**

Discussion of recently implemented federal regulations on disability employment, including the Workforce Innovation and Opportunity Act (WIOA) The State Set Aside law requires 75% of the individuals working on a contract to be individuals with a disability, and funding for employment supports provided through the relevant government agencies may be affected. The interpretation and implementation of these rules is ongoing in Michigan.

**The next meeting is scheduled for August 15, 2017 at 10:00 a.m. It will be held at the MARO Office.**

Adjourned.

Respectfully submitted,

A handwritten signature in black ink, which appears to read 'Karen Stevens'.

Karen Stevens  
Recording Secretary